

## School Food Service Training

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| <b>TOPIC:</b>           | <b>Procurement</b>   |
| <b>DATE:</b>            | <b>Wednesday, April 1 , 2020</b>   |
| <b>TARGET AUDIENCE:</b> | <b>New and Experienced SFS Directors, Staff Responsible for Procurement</b>  |
| <b>LOCATION:</b>        | <b>LSU Pennington Biomedical Research Center<br/>Pennington Conference Center – Room 326<br/>6400 Perkins Road<br/>Baton Rouge, LA 70808</b> |

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|                         |  | <b>Learning Topic Codes**</b> | <b>CE Hours*</b> |
|-------------------------|--|-------------------------------|------------------|
| 8:30 – 9:00 a.m.        | Registration   |                               |                  |
| 9:00 – 10:00 a.m.       | Overview   | 2400                          | 1.00             |
| 10:00 – 10:15 a.m.      | <b>BREAK</b>   |                               |                  |
| 10:15 a.m. – 11:00 p.m. | Informal Procurement <ul style="list-style-type: none"> <li>• Micropurchases</li> <li>• Small Purchases</li> </ul>   | 2400                          | 0.75             |
| 11:00 a.m. – 12:00 p.m. | Formal Procurement <ul style="list-style-type: none"> <li>• Invitation for Bid (IFB)</li> <li>• Request for Proposal (RFP)</li> <li>• Cost Reimbursable</li> </ul> | 2400, 2420                    | 1.00             |
| 12:00 – 12:45 p.m.      | <b>LUNCH</b>   |                               |                  |
| 12:45 – 2:00 p.m.       | Procurement Plan   | 2400                          | 1.25             |
| 2:00 – 2:30 p.m.        | Procurement Review Process / Procurement Tool  | 2400                          | 0.50             |
| 2:30 – 2:45 p.m.        | <b>BREAK</b>   |                               |                  |
| 2:45 – 3:00 p.m.        | Procurement Review Issues  | 2400                          | 0.25             |
| 3:00 – 3:45 p.m.        | Food Service Management Companies  | 2460                          | 0.75             |
| 3:45 – 4:00 p.m.        | Civil Rights   | 3400                          | 1.00             |

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**\*Total Continuing Education (CE) Hours: 6.50**

**\*\*Learning Topic Codes:** 2400 Purchasing/Procurement, 2420 Bid Solicitation and Evaluation, 2460 Contracts with Food Service Management Companies, 3400 Human Resources

*Agenda is subject to change*